

**GEORGIA BOARD OF FUNERAL SERVICE**  
**Board Meeting Minutes – May 10, 2022**  
Professional Licensing Boards Division of the Secretary of State  
237 Coliseum Drive, Macon, Georgia 31217

**Members Present:**

- Bryant Hightower, President
- Jake Futch, Vice President
- Joe Westbury
- William Bowen
- Felicia Wimberly
- W.T. Edmondson \*

**Members Absent:**

- Nancy Kennedy

**Others Present:**

- Brad Coman, Executive Director
- Melanie Foster, Licensing Supervisor \*
- Kristin Mitchell, Board Support Specialist
- Karen Coates, Licensing Analyst\*
- Tommy McNulty, Assistant Attorney General \*
- Alison Spencer, Senior Assistant Attorney General \*
- Peggy Eckrote, Deputy Attorney General\*

\* *via teleconference*

*Note: Visitors are excused during Executive Session unless scheduled for a personal appearance.*

Bryant Hightower, President noted that a quorum was present, called the meeting to order at 10:21 a.m., and declared the meeting to be “open” pursuant to the Open and Public Meeting Act, O.C.G.A. §§50-14-1 et seq.

**OPEN SESSION**

**Agenda**

Joe Westbury moved, William Bowen seconded, and the Board voted to approve the May 10, 2022, agenda.

**Minutes**

Joe Westbury moved, Jake Futch seconded, and the Board voted to approve the April 12, 2022, Open Session minutes and Executive Session minutes.

**Ratification List**

Licenses Issued 4/9/2022 through 5/5/2022 (Total – 21): Joe Westbury moved, Jake Futch seconded, and the Board voted to ratify the licenses issued between meetings by application and reinstatement in accordance with Board Rules and Policies.

License #	Licensee	License #	Licensee
EMB005374	Euijin Park	FSA006851	Christopher Adam Helton
EMB005375	Emily Victoria Oliver	FSA006852	Justin Emmanuel Wilkins
EMB005376	Russell T Lavender	FSA006853	Charles Scott Queen
FD005775	Euijin Park	FSA006854	Savannah Marie Leazer
FD005776	Emily Victoria Oliver	FSA006855	George Thomas Willis, Jr
FD005777	Russell T Lavender	FSA006856	Abigail Rose Owens
FEST002104	Wright & Jones Funeral Home LLC	FSA006857	Stephen Paul Smith
FSA006847	Jennifer Michelle Gibson	FSA006858	Demond Sherrod Banks
FSA006848	Reagan Nicole Benson	FSA006859	Adrianna Antornette Allen
FSA006849	Stephanie McNeil Barrett	FSA006860	Brittney Chantae White
FSA006850	Corey Bernard King		

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**EXECUTIVE SESSION**

Joe Westbury moved, Jake Futch seconded, and the Board voted to enter Executive Session at 10:22 a.m. in accordance with O.C.G.A. §§ 43-1-19(h) and 43-18, for the purpose of conducting applicant interviews, discussing and reviewing applications and complaints, and to hear the Attorney General's report.

At the conclusion of Executive Session, Bryant Hightower, President, declared the meeting to be "open" pursuant to the Open and Public Meeting Act, O.C.G.A. §§ 50-14-1 et seq., at 1:58 p.m. No votes were taken during Executive Session.

**OPEN SESSION**

Joe Westbury moved, Jake Futch seconded, and the motion was carried by the Board to ratify the following recommendations made during the Executive Session:

**Appointments**

Appearance # 3014009 – HM Patterson & Son – Change of FDFCC from Alvin F. Harris to Shannon Christians – Approve.

Appearance # 3017533 – Snow's Memorial Chapel – Change of FDFCC from Justin Easterling to Adrien Page – Approve.

Appearance # 3011380 – Georgia Cremation Care – Change of FDFCC from Vashti Ayers to Jason Greer – Approve.

Appearance # 3015869 – Williams Funeral Home of Gordon - Change of FDFCC from Cameron Alexander Williams to Spencer Nathan Williams – Approve.

Appearance # 3015865 – Williams White Columns Funeral Home – Change of FDFCC from Rick A. Williams to Cameron Alexander Williams – Approve.

Appearance # 3015871 – Williams Funeral Home and Crematory – Change of FDFCC from Rick A. Williams to Cameron Alexander Williams – Approve.

Appearance # 3015366 – Knox Funeral Home – Change of FDFCC from Gwendolyn Moore to Lamar Johnson – Approve.

Appearance # 3008813 – T.G.C. – Change of FDFCC - Approved with Public Consent Order to include \$500 fine for Unlicensed Practice. Refer to Attorney General's office.

Appearance # 2977410 – Horis A Ward Inc Fairview Chapel – Change of FDFCC from Rebecca Rose to Cornell Robinson-Cook – Approve.

Appearance # 3011158 – Greg Hancock Funeral Chapel – Change of FDFCC from Greg Hancock to Charles Blanchard – Approve. Jake Futch recused.

Appearance # 3007804 – W.M.M. – Change of FDFCC - Approved with Public Consent Order to include \$1,000 fine for Unlicensed Practice. Refer to Attorney General's office.

Appearance # 3011081 – Williams Westbury Funeral Home – Change of FDFCC from Lawrence Goodwin to George Mathis – Approve. Joe Westbury recused.

Appearance # 3007805 – Tom M. Wages Funeral Service-Lawrenceville – Change of FDFCC from Michael Bailey to Joseph Ricks - Approved pending receipt of 2nd Grace Period request.

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Appearance # 3011849 – N.M.C. – Change of FDFCC – No show. Table to June 14, 2022, Board meeting.

**Applications**

Application # 3007846 – Susan Clark – Funeral Service Apprentice – Approve.

Application # 3010276 /3010277 – Charles D Miller – Embalmer/Funeral Director by Endorsement – Approve.

Application # 3017054 – F.L. Sims Funeral Home East Point – Change of FDFCC from Lydia Gearhart to Linda Thrasher – Approve.

Application # 3016309 – F.S.N.F.H. – Change of FDFCC – Approved with Public Consent Order to include \$4,500 fine for unlicensed practice. Refer to Attorney General’s office.

**Complaints**

FUN220120 – Table – Refer to Inspections to obtain a statement from FDFCC and a copy of Death Certificate.

FUN220124 – Table – Refer to Inspections to obtain a statement and supporting documents from FDFCC.

FUN220126 – Table – Refer to Inspections to obtain a statement and supporting documents from FDFCC.

FUN220062 – Close – Lack of information.

FUN220137 – Close – Refer to Georgia Board of Cemeterians.

FUN220138 – Table – Refer to Inspections to conduct a routine inspection.

FUN220118 – Table – Refer to Inspections to obtain a statement and supporting documents from FDFCC.

**Attorney General’s Report**

The Board reviewed and accepted the Attorney General’s report, which included information on any cases referred for action and requests for advice.

FUN210065 – Close – License Lapsed.

FUN220008 – Close – License Lapsed.

**Executive Session Other Business**

Facility # 3010021 – Withdraw application and reenter application # 2993797. Applicant should provide evidence that conservatorship has been extended.

**Continuing Education** – Joe Westbury moved, Jake Futch seconded, and the motion carried by the Board to accept the Continuing Education Committee’s recommendations to approve the following continuing education courses as presented:

<b>Provider</b>	<b>Course</b>	<b>Points</b>
SCI Management – Dignity University	Back Safety and Injury Prevention	Table to June 14, 2022, Board meeting.
SCI Management – Dignity University	Bloodborne Pathogen Awareness	Table to June 14, 2022, Board meeting.
SCI Management – Dignity University	Complaint Resolution	Table to June 14, 2022, Board meeting.

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SCI Management – Dignity University	Cremation Theory	Table to June 14, 2022, Board meeting.
SCI Management – Dignity University	Trenching and Excavation Safety	Table to June 14, 2022, Board meeting.
SCI Management – Dignity University	Defensive Driving Fundamentals	Table to June 14, 2022, Board meeting.
SCI Management – Dignity University	Effective Telephone Communication	Table to June 14, 2022, Board meeting.
SCI Management – Dignity University	Effective Employee Counseling	Table to June 14, 2022, Board meeting.
SCI Management – Dignity University	Effective Supervision	Table to June 14, 2022, Board meeting.
SCI Management – Dignity University	Fire Safety and Prevention	Table to June 14, 2022, Board meeting.
SCI Management – Dignity University	Formaldehyde Awareness Training	Table to June 14, 2022, Board meeting.
SCI Management – Dignity University	FTC – Funeral Rule Course	Table to June 14, 2022, Board meeting.
SCI Management – Dignity University	Funeral at-need Contracts: Securing Payment in Advance of the Service	Table to June 14, 2022, Board meeting.
SCI Management – Dignity University	Hazard Communication: An Employee’s Right to Know	Table to June 14, 2022, Board meeting.
SCI Management – Dignity University	Hearing Protection (Conservation)	Table to June 14, 2022, Board meeting.
SCI Management – Dignity University	Hiring, Training & Retaining High Performing Associates	Table to June 14, 2022, Board meeting.
SCI Management – Dignity University	Jewish Funeral Traditions	Table to June 14, 2022, Board meeting.
SCI Management – Dignity University	Lockout/Tagout	Table to June 14, 2022, Board meeting.
SCI Management – Dignity University	Leading With Dignity	Table to June 14, 2022, Board meeting.
SCI Management – Dignity University	Managing Change	Table to June 14, 2022, Board meeting.
SCI Management – Dignity University	Office Safety	Table to June 14, 2022, Board meeting.
SCI Management – Dignity University	Performance Management	Table to June 14, 2022, Board meeting.
SCI Management – Dignity University	Respiratory Protection	Table to June 14, 2022, Board meeting.
SCI Management – Dignity University	Workplace Discrimination	Table to June 14, 2022, Board meeting.
SCI Management – Dignity University	Workplace Diversity (ADA)	Table to June 14, 2022, Board meeting.
SCI Management – Dignity University	Workplace Harassment	Table to June 14, 2022, Board meeting.
International Order of The Golden Rule	Moving From Panic to Purpose	1.5
International Order of The Golden Rule	Reading Between the lines; Formaldehyde Bias, Facts & Fallacies	1
International Order of The Golden Rule	Reimagine Your Business	1
International Order of The Golden Rule	Idea Exchange	1

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International Order of The Golden Rule	The Innovation Challenge: Shaping the Future for Independent Funeral Homes	2.5
International Order of The Golden Rule	From Ideation to Innovation	1
Selected Independent Funeral Homes	Handling Difficult Customer Interactions	1
Selected Independent Funeral Homes	Ask the Experts	1
Selected Independent Funeral Homes	Best Practices Exchange	1
Selected Independent Funeral Homes	Prepare and Protect: How You Can Help Clients Complete Their Digital Legacy Plan	1
Selected Independent Funeral Homes	Ask the Expert	1
Selected Independent Funeral Homes	Best Practices Exchange	1
Insight Institute	Certified Celebrant Training	17
NFDA	When A Child Dies: Resources for Funeral Directors & Parents	1
NFDA	Breakout By Office	2
NFDA	Better Boards, Better Meetings, Better Committees	1
NFDA	Issues Forum: Workforce Development Challenges & Opportunities	1
NFDA	Succession Solved: How to Sell a Business	1
NFDA	Panel Discussion: The State of Funeral Service Post Pandemic	1.5
NFDA	The Knowing What You're FOR	1
GFDA	Past Presidents Breakfast	Rescind denial - 1
SCFDA	Cremation – What Will It Urn You?	1
SCFDA	Keys For Crossing and Closing the Experience – Perception Chasm	1
SCFDA	General Business Session	1
SCFDA	From Church Bulletins to Yelp! Adjusting Your Business Strategies for Longevity	1
SCFDA	Cremation Authorization – Panel Discussion	1.5
Frigid Fluid Company	Embalmer Conference 2022	6
NFDMA	Who is NFDMA, Inc? & New Member Orientation	1
NFDMA	Creating Meaningful Experiences to Grow Your Business	1
NFDMA	Plans for Navigating Shifts in Customer Desires and Needs	1
NFDMA	Owners Track	1
NFDMA	Retirement and Tax for the 21st Century Business Owner	1
NFDMA	Growth Mindset vs Fixed Mindset	1
NFDMA	COVID-19 Prevention Programs and Top 10 OSHA Violations	1
NFDMA	The Ethical Response When an Embalming Goes Wrong	1
NFDMA	Overcoming Challenges to Deliver an Unforgettable Final Viewing	2
NFDMA	Doing More Than Funerals: Meeting the Needs of the Community through Philanthropic Effort	1
The Conference (ICFSEB)	Job/Task Analysis (JTA).	1

**OTHER BUSINESS**

**Docketed Orders** – Joe Westbury moved, Jake Futch seconded, and the Board voted to accept the docketed orders as presented:

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Type	Licensee	License #	Docket #	City
OAFM	Meadows Funeral Home of Albany, Inc	FEST000590	2022-0592	Albany
OAFM	Speer-Shelton Funeral Directors	FEST001939	2022-0633	McDonough
OAFM	Celebration of Life Funeral Home	FEST002048	2022-0646	Augusta
OAFM	Community Mortuary	FEST002014	2022-0645	Tifton
OAFM	Hilton View Mortuary	FEST002092	2022-0725	Pelham
Consent Order	Norman Medford-Peden Funeral Home	FEST000593/CREM000019	2022-0723	Marietta

**Second 90-Day Grace Period Request**

Jake Futch moved, Joe Westbury seconded, and the Board voted unanimously on the following 2<sup>nd</sup> 90-day grace period requests:

Type	Decision	License # / App #	City	Expiration
Terry Family Funeral Home	Approved	FEST001931	Talbotton	July 19, 2022
Knox Funeral Home	Denied	3015366	Atlanta	-
Stocks Funeral Home	Denied	3010021	Atlanta	-

**Request To Lift Probation**

The Board reviewed a request to lift the probation of Ralph Crosby (EMB003273). Licensee has complied with all Board requirements. Joe Westbury moved, Felicia Wimberly seconded, and the Board voted unanimously to approve the request.

**Rules Review**

Joe Westbury moved, Felicia Wimberly seconded, and the Board voted to refer proposed amendments to Board Rule 250-6-.08 to the Attorney General’s Office for a memorandum of authority.

**Federal Trade Commission Correspondence**

The Board reviewed correspondence related to the Department of Justice, on behalf of the Federal Trade Commission, suing Funeral & Cremation Group of North America, LLC / Legacy Cremation Services, LLC / Heritage Cremation Provider and owner Anthony Joseph Damiano for misrepresenting their location and prices, illegally threatening and failing to return cremated remains to customers, and failing to provide disclosures required by the FTC.

**Correspondence**

The Board reviewed questions related to requirements for documenting contracting with funeral homes in other states when transporting bodies, specifically for facilities that are required to provide quarterly reports to the Board. The Board noted that it is their expectation that facilities provide signed, written contracts for anyone that the facility contracts with, including another funeral home on behalf of a family. The Board also encouraged the questioner to review the Board’s laws and rules, specifically O.C.G.A. § 10-14-18 of the Georgia Cemetery and Funeral Services Act of 2000.

**Request for Release of Information**

The Board reviewed a request from the Georgia Real Estate Commission for information related to a licensee’s reinstatement application. Joe Westbury moved, Felicia Wimberly seconded, and the Board voted to approve the request.

**Executive Director’s Report**

The Board reviewed the Executive Director’s report, which provided the Board with statistical data relevant to the processing of applications and complaints/compliance matters, and an update on renewals. The Board also reviewed the passing percentage and passing rates for the State Laws and Rules Exam and continued

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discussion on increasing the passing percentage for the exam. Jake Futch moved, William Bowen seconded, and the Board voted to increase the required passing score to 34/50 (70%).

There being no further business, Bryant Hightower, President, declared the meeting adjourned at 2:36 p.m.

The next meeting of the Georgia Board of Funeral Service will be held Tuesday, June 14, 2022, at 10:00 a.m. at 237 Coliseum Drive, Macon, Georgia.

Minutes recorded by: Kristin Mitchell, Board Support Specialist  
Minutes reviewed and edited by: Brad Coman, Executive Director  
Minutes approved on: June 14, 2022

  
Bryant Hightower, President

  
Brad Coman, Executive Director